

JOB ANNOUNCEMENT

POSITION TITLE: Deputy Court Clerk
LOCATION: 8th District Court - Vernal
HIRING RANGE: 29-34/\$10.68 to \$12.23 DOE
TYPE OF POSITION: Full-time, with benefits
CLOSING DATE: August 28, 2006, at 5:00 p.m.

APPLICATIONS SHOULD BE DIRECTED TO:

Joanne McKee
920 E. Highway 40
Vernal, UT 84078
435-781-9303 (phone)
435-789-0564 (fax)

DUTIES:

Under close supervision, performs clerical work in a court setting in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- Prepares and issues orders, case dispositions, and maintains records
- Establishes and maintains court dockets, calendars court dates.
- Performs in-court duties such as orders, operates recording equipment.
- Receives payments for fines and fees and updates case records.
- Performs follow-up work subsequent to court sessions.
- Inputs data in accordance with records quality policy & procedure.
- Works closely with probation staff and judge.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required. Applicants must submit verification of typing speed at 40 wpm . This can be obtained from www.typingtest.com or website of your choice. Must be willing to travel.

APPLICATION INFORMATION: Applications may be obtained from Utah Dept of Workforces Services, our website at www.utcourts.gov, or from the Administrative Office of the Courts, 450 S State St., PO Box 140241, SLC, UT 84114-0241. Phone: (801) 578-3890.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.